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MARCIVE ID CODE: \_\_\_\_\_  
 (to be assigned by MARCIVE)

# DOCUMENTS WITHOUT SHELVES

## Profile & Order Form

### Backfile Processing

- Individual Library, Per Backfile Bib Record \$0.05/Rec (\$500 Min.)
- Consortium, Per Backfile Bib Record Quoted Rates
- With Matching Authority Records, Per Backfile Bib Record +\$0.01/Rec (\$75 Min.)
- No Backfile Processing. We Only Want an Ongoing

### Ongoing Subscription

- Individual Library Subscription \$1,680.00/Year
- Changed Records Output to a Separate File \$660/Year
- Consortium Subscription Quoted Rates/Year
- With Matching Authority Records (Notification Service) +\$1,485.00/Year
- With Electronic List of New Titles Monthly +\$50.00/Year
- With OCLC Holding Records +\$420/Year

TOTAL: \_\_\_\_\_

**Testing.** We require written test approval before we begin service. The purpose of the test is to verify the library's specifications as set out in this profile.

Authorized Signature: \_\_\_\_\_  
 Date of Authorization: \_\_\_\_\_ Date to Begin Service: \_\_\_\_\_

*If no option is marked, MARCIVE should use its **\*standard option** (standard options are indicated in this profile through bolding and an asterisk).*

## 1. General

Institution	Primary Contact:
	Title
Attn:	Phone:
	FAX:
Address	E-mail:
City:	<input type="checkbox"/> Check if you do <i>not</i> wish to be subscribed to Marcive_GPO electronic distribution list.
	Technical Contact:
State/Province:	Title
	Phone
Zip/Postal Code:	FAX
	E-mail:
	<input type="checkbox"/> Check if you do <i>not</i> wish to be subscribed to Marcive_GPO electronic distribution list.

DWS Profile & Order Form  
 \* Default options are bolded and marked with asterisk

## 2. Records

### Destination System

For example, Ex Libris Voyager, III Sierra, SirsiDynix Symphony: \_\_\_\_\_

### FTP Address

Please indicate e-mail address of person who should be notified when files are ready: \_\_\_\_\_

### Bibliographic Records: Character Coding Scheme

- \*  **MARC-8 (Standard MARC)**
- UNICODE MARC (UTF-8)

### Backfile or Ongoing Only

- \*  **Start subscription by sending new records each month**
- Start with backfile and then send new records each month. Individual \$0.05/Record (\$500 minimum)
- Start with backfile and then send new records each month. Consortium (quoted rates)

### Changed Records

We do not normally distribute records from GPO that have been re-distributed because of changes made. GPO makes a variety of corrections to the records: SuDoc number/item number revisions, added entries, addition of 856 fields with URLs, etc.

- \*  **Do not send changed records.**
- Changed Records Integrated With New Records.
- Changed records output to a file separate from the new records. (Extra cost: \$660/year)

## 3. MARC Tags

### OCLC Control Number

All MARC records need to have an 001 field. We can also copy this information into another field.

- \*Distributed in MARC tag 001**
- Other MARC tag \_\_\_\_\_

### Call Number

(Such as "Internet Resource" or "Web Resource")

**\*Do not create a call number**

Create a call number for all records \_\_\_\_\_

- No call number
- Place in MARC tag \_\_\_\_\_

### Note Field

(Such as "Click on web address to open this document")

**\*Do not create a note field**

Create a note for all records  
\_\_\_\_\_

- No note
- Place in MARC tag \_\_\_\_\_

## 4. Matching Authority Records (optional)

### Authority Records: Character Coding Scheme

- \*  **MARC-8 (Standard MARC)**
- UNICODE MARC (UTF-8)

### Matching Authority Records to Accompany Backfile Bib Records

- Send matching authority records (\$.01/bib record, \$75 minimum)
- Do not send matching authority records

### Notification Service to Accompany Ongoing Subscription Bib Records

- Send matching authority records, data only, monthly (\$1,485/year)
- Do not send matching authority records

## 5. New titles list

If you need a report to see which records you have loaded, this optional report can be created from the monthly file of records and provided to you via FTP. Typically contains the SuDocs number, Brief title, and OCLC number. Other fields may be specified.

- \*  **Do not create new titles list**
- Create new titles list month. (\$50/year)

## 6. Other options

### Additional location codes

If you need more than one location code to appear in the record, please give details. This is an extra cost option.

- \*  **One or no locations codes**
- Additional codes cost \$250/each, a one-time setup fee. \_\_\_\_\_

### Separate output by format (such as serials)

If you need records to be output by format, please give details. This is an extra cost option.

- \*  **Standard output**
- Separate output by format. \$250 per output (one-time setup fee)

### Output records to OCLC

If you need a holdings record to be output to OCLC, this is an extra cost option. In order for us to provide records to OCLC to set holdings for you, someone at the library must fill out the OCLC batch load services form at <http://www.oclc.org/en-US/batchload/ordering.html> to let them know that we will be providing monthly sets of records on your behalf. Once the form is processed by OCLC staff, they will provide us with a project ID. We must provide the project ID and your OCLC symbol with the records we send each month. We cannot proceed with this option without this information.

- Do not send records to OCLC
- Output records to OCLC. (Additional subscription charge of \$420/year). Does not include any costs incurred by OCLC to set holdings.

## 7. Other profiling requirements

Please list here any other special modifications to fields or special profiling requirements, or attach separate sheet.

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